

INSTRUCTIONS TO CLAIMANT

1. Please fill out a form for each trip. Attach receipts for hotel, registration, parking, supplies, postage, gasoline, etc. to this form and submit to the Central Office.
2. Each employee should check with the Central Office receptionist for the availability of a county car well in advance of a trip. If no car is available, mileage is the total mileage per trip from point of departure to destination and return.
3. The reimbursement rate is \$0.40 per mile

4. Allowable Subsistence	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$8.40	\$8.40
Lunch	\$11.00	\$11.00
Dinner	\$18.90	\$21.60
Lodging (receipts required)	<u>\$71.20</u>	<u>\$84.10</u>
Total	<u>\$109.50</u>	<u>\$125.10</u>

Daily Travel (overnight)

Employees may receive allowances for meals for partial days of travel when the partial day is the day of departure or the day of return. To be eligible, the employee must:

Breakfast Depart duty station prior to 6:00 a.m.

Dinner Return to duty station after 8:00 p.m.

Daily Travel (not overnight)

Allowances shall not be paid to employees for lunches if travel does not involve an overnight stay. To be eligible for allowances for the breakfast and dinner meals, employees must:

Breakfast Depart duty station prior to 6:00 a.m. and extend the normal workday by two (2) hours.

Dinner Return to duty station after 8:00 p.m. and extend the normal workday by three (3) hours.

Both Meals To be eligible for both breakfast and dinner meal allowances, (1) the employee must have worked 5 hours longer than the normal work day, and (2) the travel must involve a travel destination located at least 35 miles from the employee's regularly assigned station.